

Hartford Regional Farmer's Market



Connecticut Marketing Authority

101 Reserve Road

Hartford, CT 06114

Phone: (860) 527-5047

Fax: (860) 566-2944

Website: www.CTGrown.gov/Regionalmarket



CONNECTICUT



DEPARTMENT OF
AGRICULTURE



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About:

The Hartford Regional Market (HRM) is a statutorily authorized facility CGS Ch. 425, Sec. 22-62 thru 22-78) that provides a central location for farmers and wholesalers to sell and distribute food and other agricultural products. Situated right off of Interstate 91 and Interstate 84, this is the largest, state/public operated perishable food distribution facility between Boston and New York. HRM covers 32 acres, contains 230,386 square feet of warehouse space, an active railroad spur and 144 stalls in the farmers' market.

HRM is operated by the state as a self sustaining, non-profit venture which is fully funded by fees generated from the operation of the market. The Connecticut Marketing Authority (CMA) is the statutory body overseeing the operation and planning for the HRM. The HRM is overseen by a nine member appointed Board of Directors and a staff of employees that includes an executive director, administrative staff, maintenance staff, and security. HRM staff is available 24 hours a day, 365 days a year.

The Hartford Regional Farmer's Market (HRFM) is the last remaining wholesale farmers market in Connecticut. This market is famous for the spring plant sales. Shoppers flock to the HRFM those weekends prior to Mother's day for a wide array of locally grown plants. As the weather warms and seasonal produce becomes available, Connecticut farmers offer their fruits and vegetables from June through October. These farmers sell to other farmers, retail stores, farm stands, restaurants, or anyone wishing to buy in bulk. Many farms participating in this market have done so for generations. This HRFM offers the convenience of local products from Connecticut farmers and also diverse products from around the world from one of the wholesale tenants.

Contacts:

Office of the Executive Director
Connecticut Marketing Authority (CMA)
101 Reserve Road
Hartford, CT 06114
Phone: (860) 527-5047
Fax: (860) 566-2944
Joseph j. Dippel 860-713-2530
e-mail joseph.dippel@ct.gov
Richard Macsuga 869-713-2544
e-mail Richard.macsuga@ct.gov
Security: (860) 490-3154



STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE

Connecticut Marketing Authority

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State Agency Contact Info:

Connecticut Department of Agriculture (DoAg)

165 Capitol Avenue, G8-A
Hartford, CT 06106
(860)713-2503

www.ctgown.gov

Contacts:

J. Dippel, Bureau Director

(860)713-2511 Joseph.Dippel@ct.gov

Rick Macsuga, Lead Marketing/Inspection Rep.

(860) 713-2544 Richard.Macsug@ct.gov

Connecticut Department of Revenue Services (DRS)

25 Sigourney Street
Hartford, CT 06106
(860)297-5962
Toll Free: (800)382-9463

www.ct.gov/drs

Connecticut Agriculture Experiment Station (CAES)

123 Huntington Street
New Haven, CT 06511-20166
(203) 974-8500

Toll Free: (877)855-2237

CT Department of Consumer Protection (DCP)

Food and Standards Division
165 Capitol Avenue
Hartford, CT 06106
(860)713-6160

Food.standards@ct.gov

www.ct.gov/dcp

Federal Agencies:

Food and Drug Agency

Hartford Regional Post
135 High Street, Room 371
Hartford, CT 06103
Phone: 860-240-4289/90
Fax: 860-240-4313

USDA Farm Service Agency

Hartford & Tolland Counties
Windsor Service Center
100 Northfield Drive, 4th Floor
Windsor, CT 06095
860.688.7725

Litchfield and Fairfield Counties

Torrington Service Center
1185 New Litchfield Street
Torrington, CT 06790
860.626.8852

New Haven and Middlesex Counties

97 Barnes Road
Wallingford, CT 06492
203.269.6665

New Haven and Middlesex Counties

Hamden Service Center
51 Mill Pond Road
Hamden, CT 06514-1703
203.287.8038

New London County

Norwich Service Center
Yantic River Plaza
238 West Town Street
Norwich, CT 06360
860.887.3604

Windham County

Danielson Service Center
71 Westcott Road
Danielson, CT 06238
860.779.0557

Local Officials:

City of Hartford - Health Department
131 Coventry Street
Hartford, CT 06112

Dept Phone: (860) 757-4700
Fax: (860) 722-6851
Website: <http://hhs.hartford.gov/default.aspx>

Equal Opportunity Employer



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Insurance Requirements:

All applicants are required to carry commercial general liability (CGL) insurance with a minimum limit of \$1,000,000.00 per occurrence. All applicants must agree to provide certificates of insurance naming "Connecticut Marketing Authority (CMA)" as additional insured ATIMA. Certificates of insurance must clearly indicate that the policy referenced will not be cancelled or modified without thirty (30) days written notice to CMA. Each applicant shall submit a certificate in accordance with the above with their HRFM application. Failure to provide the required insurance documentation may result in the rejection of the application.

Production Site Visits:

All approved vendors may be subject to and allow farm visits to verify production areas. This visit will be performed by CMA staff, DoAg staff, or other designated person(s). CMA reserves the right to perform additional farm visits on an as needed basis with no prior notice. Failure to allow a farm visit shall result in the immediate forfeiture of all stall HRFM Use-agreement fees and dismissal from the HRFM. Those vendors will be treated as trespassers and will be removed from CMA property.

HRFM Rules: *Daily walk through and inspections may occur to verify compliance*

Only Connecticut businesses will be approved as vendors.

Approved vendors and their employees shall be governed by and obey all regulations of the CMA, and shall comply with all laws, ordinances, requirements and regulations of Federal agencies, State of Connecticut agencies, and city of Hartford.

Vendors and their employees shall abide by all local, state, and federal regulations pertaining to the products and/or objects being offered for sale.

Each approved vendor is only permitted to set-up in their assigned location as determined and identified by CMA. The space designated to the approved vendor cannot be transferred to any other business unless prior written approval is provided by CMA.

No vendor shall bring upon the CMA premises and leave on the grounds any refuse or garbage of any kind, including waste, fruit, vegetables, cardboard, boxes, pallets, etc. regardless of where accumulated. What is brought in, minus what is sold, shall be removed, including food packaging. The trashcans located in the HRFM can be used. Dumpsters located at the HRM are strictly for the CMA's use or for its tenants.



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HRFM Rules: *Con't*

All applicable regulations must be adhered to when selling at the HRFM including but not limited to the following:

- Vendors selling taxable items must have the appropriate permit issued by the CT Department of Revenue Services and provide a copy to the CMA with this application.
- Vendors selling nursery stock (hardy trees, shrubs, vines, and herbaceous perennial plants) shall submit a copy of their Nursery Registration and/or Nursery Dealers Permit issued by the Connecticut Agricultural Experiment Station with a copy of their application.
- Any Vendors selling by weight must have scales approved by the Connecticut Department of Consumer Protection.
- Vendors selling wine must display a valid Connecticut Liquor Permit and provide the CMA with a copy to be on file.
- All items offered for sale, must be labeled in accordance with Connecticut Department of Consumer Protection and/or Food and Drug Agency (FDA) labeling requirements.
- If applicable, proof of FDA registration shall be provided with a copy of the application.
- Vendors and their employees shall abide by the City of Hartford Health Department regulations.
- All applicants must submit a crop production report at the beginning of each HRFM Use-agreement period to the CMA using the attached form.
- All applicants must submit a map (supplied by your county FSA office) indicating the production areas.
- All jobber applicants must submit an itemized list of products that will be offered for sale at the beginning of each HRFM Use-agreement period to the CMA using the attached forms. This shall include the crop production report (if applicable) and the list of products that will offered for resale (jobber) listing.

Jobber Regulations:

Any applicant wishing to offer for sale products they do not grow or produce will be identified as a jobber and shall fill out the application accordingly. No applicant will be approved as a farmer/producer and a jobber. Anyone wishing to resell any items not grown/produced by their farm/business at the HRFM shall apply as a jobber.

Approved farmers/producers found to be selling products they did not grow will result in the immediate forfeiture of all stall HRFM Use-agreement fees and dismissal from the HRFM. Those vendors will be treated as trespassers and will be removed from CMA property.

All Non-CT Grown/Produced Products must be properly identified through a sign, poster, flyer, etc at the point of purchase. This sign must indicate the state the product originates from.

CT Grown products offered for sale by jobbers will have a proof of purchase (invoice) stating the product, the date, the location the product was grown at, and seller's contact information (phone number, etc).

Any vendor found violating any of the regulations listed in the HRFM temporary farmers market stall use agreement shall forfeiture all the stall HRFM Use-agreement fees and be dismissed from the HRFM. Those vendors will be treated as trespassers and will be removed from CMA property.

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HRFM Application Instructions:

Please include along with this application any of the following items that are applicable to your operation:

- Payment - Check
- Insurance Certificate
- Crop Production Report
- Crop Production Map
- Products Offered for Resale (Jobber) Listing
- Sales and Use Tax Permit
- Permit/License from Connecticut Department of Consumer Protection
- Permit/License from Hartford Health Department
- FDA Registration
- Nursery Certificate from CT Agriculture Experiment Station

Incomplete Applications Will Not Be Accepted

Please return this application and the additional requested items to:

In Person or By Mail:

Executive Director
Connecticut Marketing Authority
101 Reserve Road
Hartford, CT 06114

If you have questions before then contact the Connecticut Marketing Authority at (860) 527-5047.



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Hartford Regional Farmer's Market Temporary Use Application

Application Type: [] Farmer/Producer [] Jobber

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Number of Acres/Sq. Feet in Production: _____

Type of Business (Check One): [] Sole Proprietor [] Partnership [] LLC
[] Corporation [] Cooperative [] Other: _____

I request a HRFM Stall Use-agreement stall at the HRFM for: (Check One):

[] One Year [] Four Consecutive Months - Please check off 4 consecutive months:
[] January [] February [] March [] April [] May [] June
[] July [] August [] September [] October [] November [] December

of Stalls Requested: _____ I would like to Request Stall Number(s): _____
(See attached HRFM Layout Map)

Please provide Vehicle(s)/Trailer(s) Information that will be used during the HRFM:

Make/Model/Type(s): _____

Marker Plate(s): _____

[] Check here if you DO NOT wish to be listed on DoAg's wholesale grower website listing

I have read and understand the rules enclosed in this packet. I will submit all requested documents and payments required for my participation in the Hartford Regional Farmer's Market.

Signature

Date

By affixing my signature to this statement (General Statutes of Connecticut, Vol. 13, Sec. 53a - 157b under penalty of false statement (*) in the second degree: Class A misdemeanor). I acknowledge that I have read it and/or have had it read to me and it is true to the best of my knowledge and belief.